

# International Danube Festival Ulm/Neu-Ulm 2020

## Market of the Danube Countries

### MARKET REGULATIONS

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# International Danube Festival Ulm/Neu-Ulm 2020

## Market of the Danube Countries

### MARKET REGULATIONS

These market regulations will provide a basis for the regulated course of action to be followed during the Market of the Danube Countries within the parameters of the International Danube Festival and are applicable to all market stall holders.

For participation in the market of the Danube Countries as a market stall holder, the generally valid regulations, particularly trading regulations, the price-marking ordinance, food, hygiene, catering and building laws should be observed.

#### 1. **Organiser:**

Donaubüro gemeinnützige GmbH, Kronengasse 4/3, 89073 Ulm.

#### 2. **Dates and market opening times:**

Friday 03/07/2020 to Sunday 12/07/2020, opening on Friday 03/07/2020 at 5pm, afterwards from Fri.-Sa. from 11am until midnight and from Sun.-Thu. From 11am until 11pm and on Sunday 13/07/2020 from 11am-6pm.

See point 10 for separate rules on stall coverage for food stallholders and artisans

#### 3. **Location:**

Bank of the Danube in Ulm and Neu-Ulm

#### 4. **General regulations:**

Participation in the Market of the Danube Countries is possible for those who present and sell Danube-related goods in the areas of handicrafts and gastronomy, including drinks.

Industrial goods are not to be sold at the stall. It is prohibited to sell third-party goods exclusively at the handcraft stalls. To protect the environment, we ask that you try to use as little packaging material as possible, especially plastic bags.

In order to avoid waste, drinks may only be given out in cups / glasses / returnable bottles against a pledge.

To avoid waste, food may only be handed out in reusable dishes on payment of a small refundable deposit. Alternatively, in exceptional cases after consultation, food may be handed out on **recyclable** disposable plates or bowls, likewise on payment of a small refundable **deposit**.

To increase the appeal of the market, the artisans are asked to demonstrate their crafts interactively to visitors as part of demonstration performances and workshops. This will be taken into account positively when participants are selected.

## 5. Application:

Applications can be made:

online on the website: <https://www.donaufest.de/markt/bewerbung-markt/>

### **and only in justified exceptional cases**

- via email to this address: [f.kazda@donaubuero.de](mailto:f.kazda@donaubuero.de)
- in writing to the Donaubüro gemeinnützige GmbH, Kronengasse 4/3, 89073 Ulm

The application form is available in English and German language. Please note: Only **complete** application forms **in English or German language** can be considered.

If you have any questions concerning your application, please feel free to contact us.

The applicants will receive confirmation from the Danube Office that their application has been received. The selection of the applicants will be carried out by the organizer.

There is no legal claim to acceptance even if you have participated several times before.

The applicants will receive the letter of acceptance or refusal after the documents have been checked.

The number of participants is limited by the size of the grounds.

After acceptance was received, the signing of the contract for participation in the Market of the Danube Countries will follow.

A (complete or partial) transfer of the contract to a third party is not permitted.

## 6. Deadlines:

The application with the required documents should be completed by **Thursday 24/10/2020**.

## 7. Fees:

The fees for participation at the market can be found in **Attachment 1**.

## 8. Employer Law:

The regulations of the Federal Republic of Germany are to be followed in the case of employees living in Germany. In other cases, the regulations of the market stall holder's home country are to be followed.

The following applies for market stall holders resident in Germany: The market stall holders are obligated to duly register all of their staff with the German Central Pension Insurance office in Würzburg during the time in which the festival takes place.

Evidence of the proper registration of the stall staff (mini-job, salaried employees) and evidence of their social security registration should be kept on the stall.

## 9. Financial and Tax Regulations:

All market stall holders are to observe the tax regulations of the Federal Republic of Germany. Market stall holders have to be registered with the responsible tax office and register their revenues there.

The following tax offices are responsible for the tax of stall holders from abroad:

- Austria: Tax Office Munich, Deroystraße 12, 80335 Munich, Tel.: + 49 89 12 52 0
- Bulgaria: Tax Office Neuwied, Augustastraße 70, 56564 Neuwied, Tel.: + 49 26 31 91 02 97 49
- Croatia: Tax Office Kassel II-Hofgeismar, Altmarkt 1, 34125 Kassel, Tel.: + 49 56 17 20 80
- Hungary: Central Tax Office Nuremberg, Thomas-Mann-Straße 50, 90471 Nuremberg, Tel.: + 49 91 15 39 30
- Moldova: Tax Office Berlin Neukoelln, Thiemannstraße 1, 12059 Berlin, Tel.: + 49 30 90 24 16 0
- Romania: Tax Office Chemnitz-Sued, Paul-Bertz-Straße 1, 09120 Chemnitz, Tel.: + 49 371 27 90
- Serbia: Tax Office Berlin Neukoelln, Thiemannstraße 1, 12059 Berlin, Tel.: + 49 30 90 24 16 0
- Slovakia: Tax Office Chemnitz-Sued, Paul-Bertz-Straße 1, 09120 Chemnitz, Tel.: + 49 371 27 90
- Ukraine: Tax Office Magdeburg, Tessenowstraße 10, 39114 Magdeburg, Tel.: + 49 39 18 85 12

Market stall holders are obligated to keep tax records and be prepared to have to produce these records during potentials checks by the tax office. Tax records can be requested at the place where the tax return is given at the responsible tax office.

Further information about the tax records and exemption from can be requested at the responsible tax office.

## 10. Regulations of the Organisers:

### Stall positioning:

The distribution of stall positions is carried out exclusively by the organiser. Requests for positions will be taken into account as far as possible; however, no-one is entitled to take a specific position. The instructions of the organiser are to be complied with.

### Stalls

To ensure an attractive overall appearance, market operators are required to keep their stalls looking nice. This applies both to selection of the stall and to the presentation of goods. It is possible to borrow a market stall from the organiser for the duration of the event. There is limited availability. No rental fees are incurred. However, for food stalls there is a deposit (see Annex 1 Fees for exact amounts). You must register your requirement when signing up.

### Driving on the Grounds:

Driving on the grounds is only possible with an authorisation from the organiser.

During the festival, driving on the festival grounds is only possible for loading and unloading and for the assembly of the stall until 10.45am at walking speed. After that, vehicles have to be removed from the festival grounds. The parking of vehicles is prohibited everywhere on the festival grounds.

The organiser is not able to offer any parking spaces because of the restricted city centre location.

### **Assembly and Disassembly of the Stalls:**

Assembly times before the Danube festival: Thu. 2/07/2020, from 4 pm until Fri. 03/07/2020, until 4pm at the latest.

Disassembly on Sun. 12/07/2020, starting at 6 pm. Everything must be removed at the latest by 8pm on Monday, 13/07/2020. Setting up and dismantling outside these times must be agreed with the market manager in advance.

### **Times**

Please note: Food stallholders and artisans are required to occupy their stalls at different times. Artisans must be on their stalls every day from 11am to 10pm. Food stallholders must keep their stalls open whenever the market is open (see point 2).

The stalls should be closed at midnight latest. An early disassembly or closing of the stall during the market times is only possible due to the weather in consultation with the direction of the festival.

You may be excluded from the market if you dismantle or close the stand early without consulting the market manager.

The guidelines of the assembly and disassembly- team shall be followed.

### **Signage:**

The first name and surname of the market stall holder and their address should be displayed in an easily visible position on the sales stall. The signs with this information on will be made available by the organiser.

Food stalls must display prices for the dishes on offer clearly to visitors.

Furthermore, additives and allergens must be listed. See information sheets (as at June 2015) from the Baden-Württemberg CVUA (Chemical and Veterinary Investigation Office) for details of the substances affected by this.

### **Technical Regulations:**

Stalls where working with fire is required must be applied separately before the festival. The carriers of these stands must hold an approved 6kg fire-extinguisher. This does also apply to stalls working with propane gas. A fire blanket and a fat fire extinguisher are also required when using deep fat fryers. Compliance with this requirement will be checked during the festival.

The organiser will supply a power outlet, water outlet and sewage pipe. Water and power will be calculated according to their consumption. Flat rate for electricity and water for food stalls costs 440 € plus VAT and may be higher for stalls with a high energy consumption. This fee does not include connection to water and power, by the organiser, for devices such as dishwashers. If such connection is required, there will be an additional charge that the stallholder must pay.

### **Power Supply/Lighting:**

The organiser will provide the market stall holders, who rent a stall from the organiser, with lighting. Every stallholder with a gastronomical stall gets a power supply point on the stall. At the same time, a 230-volt earthed socket with a fuse protection of 16 amps will be provided as standard, i.e. there will be 3.5 kilowatts available.

The handicraft stalls will be mostly lit outside with a chain of lights connecting the stalls.

**Stallholders must bring their own extension cables and multiple sockets.**

The stallholders should inform the organizer if high voltage or higher capacity power supplies (more than 3.5 kW) are required. Wishes expressed after assembly can no longer be taken into consideration.

Due to technical regulations, power can only be made available in limited capacities. In the application form applicants are asked to provide a complete listing of the devices that will be used with their capacity information (kilowatt) and the power supply needed (230 volt, 400 volt) beforehand.

The power distributors that have been brought with them by participants must comply with the VDE guidelines.

Market holders must pack and place their own splitters/multiple power outlets in moisture-proof conditions, especially in the washing area. The appropriate packaging material (plastic film, duct tape, etc.) should be brought for this purpose.

The splitters/ multiple power outlets may not be exposed to the rain.

The market stall holders must check all cables, power outlets, splitters and devices in time before the event and, if necessary, exchange faulty items. The organiser reserves the right to withdraw faulty devices from service.

### **Petroleum Gas Bottles:**

Heat generators must be operated using gas.

The organiser can have the petroleum gas bottles ready for the market stall holders and provide them for a fee. The market stall traders can also acquire their own petroleum gas bottles. The estimated amount of gas bottles has to be indicated in the application form.

Any bottles of propane gas and gas equipment being used must comply with the applicable regulations and must bear a valid test seal. See the information sheet "Minimum requirements for the operation of equipment containing gas that has been compressed, liquefied or dissolved under pressure" for more regulations relating to the handling of liquid gas.

For safety reasons it is not permitted to change gas bottles during market opening hours.

All market participants who are dealing with gas at the Festival are obligated to undertake the gas training offered by the organiser. The organiser will communicate the time and place of the training before the Festival.

### **Cleanliness/Waste Disposal:**

The market stall holders are obligated:

- to keep the stall, the tables and the chairs tidy during the day;
- to make sure that paper and other lightweight material doesn't blow away;
- to remove the waste which accumulates.

The waste from the market stall holders must be separated:

- residual waste separate
- glass separate
- paper separate
- cans, plastic (yellow bag) separate
- Used grease must be disposed of in the designated container at the waste collection point. Used grease must not be disposed of with non-recyclable waste or into the drains. It is highly likely this would cause blockages.

The yellow bags and rubbish bins for food waste for guests will be provided by the organiser.

The market stall holders on the Ulm side must empty and dispose the waste bins on their stall and the additional accumulated waste into rubbish bags, or similar, at the waste station at "Saumarkt" daily by 10pm. There you will find a collection container for recyclable waste and residual waste. Glass waste must not be disposed of after 8 pm to minimum noise pollution for local residents. Waste not disposed of the previous evening must be disposed of the following day by 10am at the latest.

As there have been multiple complaints from residents in the past, we ask that you adhere strictly to the stated times.

The market stall holders on the Neu-Ulm side must empty the rubbish bins on their stand and put the additional accumulated waste in rubbish bags, or similar, at the Neu-Ulm waste station daily by 10pm. Glass waste must not be disposed of after 8pm to minimum noise pollution for local residents. Waste not disposed of the previous evening must be disposed of the following day by 10 am at the latest. In the area where the stalls are, the waste removal has to be completed by 10am.

Should there be any non-compliance, the waste will be removed by the organiser at a cost to the market stall holder.

The pitch must be left clean after dismantling. Any rubbish, cardboard etc. must be disposed of at the waste collection point. The event organiser shall also charge for waste removal in such cases if stall operators do not comply with these rules.

## **11. Contact during the market time:**

During the Danube Festival, the organiser's office can be reached daily from 10 am to 7 pm. It is located close to the "Saumarkt".

## 12. Liability:

The market stall holders adhere for personal and property damage they caused. As tradesmen, they are not covered by the organiser liability insurance of the cities of Ulm and Neu-Ulm.

The organiser is not liable for personal injury and material damages. The lessee is obligated to take out liability insurance for the event to cover at least EUR 5 million for personal and material damages and at least EUR 100,000 for financial losses. The lessee shall provide corresponding proof of this at the lessor's request.

The Festival site is monitored and patrolled by security personnel. However, the event organiser accepts no liability for break-ins or theft. Market operators are obligated to take suitable measures to secure their goods against theft and not to leave valuables on the pitch overnight.

**We would like to remind you that the market stall holders have to comply with the German and the relevant customs and tax law regulations and has to carry the relevant documents with them. Should checks take place, these documents have to be shown, otherwise fines may be imposed.**

If you have further questions regarding applications for and participation in the Market of the Danube Countries, please feel free to contact the organiser.

We are looking forward to receiving your application.

## Contact:

Donaubüro gemeinnützige GmbH  
Frauke Kazda  
Haus der Donau  
Kronengasse 4/3  
89073 Ulm  
Deutschland  
Tel.: +49-731-880306-12  
Fax: +49-731-880306-25  
E-Mail: f.kazda@donaubuero.de



International Danube Festival Ulm/Neu-Ulm 2020  
Market of the Danube Countries  
MARKET REGULATIONS

## ATTACHMENT FOR CRAFT STALLS

**Attachment 1** "Fees for participation "

**Attachment 2** "Confirmation "

# ATTACHMENT 1 to the Market Regulations

## Fees for participation

The market operators participating in the International Danube Festival 2020 must bear the following costs themselves:

### Travel costs and accommodation on-site

If you need any help to find an accommodation, please feel free to contact us. Please note: Especially low-priced accommodations are in great demand during the Danube festival. Therefore, we recommend to book early.

### Stall fee for craftsmen:

For craftsmen from Germany / Austria: 350,-Euro plus VAT.

For craftsmen from Slovakia / Hungary / Croatia: 150,-Euro plus VAT.

For craftsmen from Serbia / Ukraine / Romania / Bulgaria / Moldova: 80, -Euro plus VAT.

Higher travel costs due to a longer journey were calculated in the regulation of the stall fee.

The fee must be paid by bank transfer **before** the festival. Cash payments are not accepted.

**Stall fee for a food stall in Ulm**\*: 1479, -Euro plus VAT.

**Stall fee for a food stall in Neu-Ulm**\*: 1275, -Euro plus VAT.

In other cases, the fees will be discussed with the organiser.

The fees for food stalls must be paid by bank transfer in two instalments **before** the festival. Cash payments are not accepted.

\*When selling alcoholic drinks the permission fee will be raised by the cities: 200,- Euro for Neu-Ulm und 200,- Euro for Ulm.

Permission will be obtained by the organiser at the stand operator's cost from the cities of Ulm and Neu-Ulm.

### Additional fees

when renting

washbowls

refrigerators

petroleum bottles

or  
extinguishers

The prices are listed on the online application form.

There is also the possibility to borrow a handcraft stall or a food stall from the organizer. There is no charge for borrowing, but a deposit of €300 is required for a **food stall**. This will be reimbursed by the organiser on return in a decent condition. The deposit must be paid with the stand fee.

The deposit should not be seen as a maximum in the event of any damage, however. The actual amount of damage must be paid. The organiser shall also charge a fee of €50 on a pro rata basis to clean the roofing membrane. The deposit and cleaning charge must be paid with the stall fee. Hired food stalls must be returned in a clean and empty state. The wooden floor and the walls must be properly protected before excessive contamination with grease.

#### **Electricity and water supply:**

Flat rate for electricity/water/wastewater, basic cleaning and waste for stalls costs 440€ plus VAT and may be higher for stalls with a high energy consumption.

# **ATTACHMENT 2 to the Market regulations**

## **Document "Confirmation"**

## Confirmation

I confirm that the information I have provided is correct to the best of my knowledge. I have read and accepted the market regulations. The application is only complete once the images and this signed document have been sent to [f.kazda@donaubuero.de](mailto:f.kazda@donaubuero.de) or by post to

Donaubüro Ulm/Neu-Ulm

Kronengasse 4/3

D-89073 Ulm

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Name (block letters)

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Place, date

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Signature